

ADOPTED

MEMORANDUM

JULY 14, 1993

TO: BOSTON REDEVELOPMENT AUTHORITY and
PAUL L. BARRETT, DIRECTOR

FROM: JOSEPH J. NOONAN, ASSISTANT DIRECTOR FOR
ADMINISTRATION & FINANCE and
BERNICE McLENNAN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: AMENDMENT #17 TO THE PERSONNEL POLICY - DELETION OF
REFERENCES TO OBSOLETE AFFIRMATIVE ACTION PLAN

The following amendment to the Personnel Policy dated October 11, 1973 is submitted for your approval.

The Authority adopted a new Affirmative Action Plan in 1987. The personnel policy contains references to the old Affirmative Action Plan which are now obsolete. It is recommended that sections 6a, 7e and 7f of the personnel policy be amended to remove these references. Appropriate votes follow.

VOTED: To amend the Authority's Personnel Policy in section 6a by deleting the words "and the Affirmative Action Advisory Council" in the second sentence; and

FURTHER
VOTED: To amend the Authority's Personnel Policy in section 7e by deleting all the words in the first sentence after "designee"; and

FURTHER
VOTED: To amend the Authority's Personnel Policy in section 7f, by deleting the last sentence in the third paragraph.

Personnel #7 - Amendment #17 to the Personnel Policy -
July 14, 1993

BOSTON REDEVELOPMENT AUTHORITY

PERSONNEL POLICY

6. ORGANIZATION

a. Organization Plan and General Staffing

All positions in the Authority shall be established in accordance with a graphic Table of Organization Chart and Organization Plan submitted by the Director and approved by the Authority. The T/O Chart shall be reviewed annually by the Director and the Affirmative Action Advisory Council, and modifications or amendments to reflect significant changes in Authority programs and staff areas of responsibility and authority will be presented to the Authority for approval and will be added as an amendment to this document.

b. Delegation of Authority

Every employee shall be delegated the authority necessary to perform assigned duties in a responsible manner.

A complete statement of the duties, responsibilities, and minimum qualification standards for all position classes (i.e., job families such as Planner I, II, III, etc.) shall be set forth in writing.

c. Classification Plan

A Position Classification Plan, which lists specific position titles (general and assigned), based on the minimum qualifications shall be maintained and updated on a quarterly basis. It is included in this Policy as Appendix A.

d. Position Description

The duties and responsibilities of every position shall be set forth in writing and approved by the Director or his or her designee in accordance with the requirements of the Affirmative Action Council. Every employee shall be provided with a copy of his or her job description and shall have access to all other job descriptions.

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PERSONNEL POLICY

7. POSITION CLASSIFICATION

a. Establishment of Grades

All salaried positions shall be grouped in grades, each grade to include those positions sufficiently alike to justify common treatment in selection and compensation. The Authority will pay equivalent compensation for comparable jobs; comparability to be determined by the levels of skill, experience, and complexity of duties required to perform the job independent of any other employee characteristics.

b. Position Titles

A descriptive title shall be assigned to each position. This title shall serve as the title of each position and of the incumbents of each such position.

c. Class Specifications

A composite statement of the duties, responsibilities, and entrance qualification standards for all position classes (i.e., job families such as Planner I, II, III, etc.) shall be set forth in writing.

d. Classification Plan

A Position Classification Plan, which lists existing position titles (vacant and occupied), based on the above principles of classification shall be maintained and updated on a quarterly basis. It is included in this Policy as Appendix II.

e. Position Description

The duties and responsibilities of every position shall be set forth in writing and approved by the Director or his or her designee in accordance with the requirements of the Affirmative Action Program. Every employee shall be provided with a copy of his or her job description and shall have access to all other job descriptions.

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7. POSITION CLASSIFICATION (continued from previous page)

f. New Position Descriptions

Employees will not be hired for new positions or present employees reclassified or promoted to new titles before an appropriate job description is prepared by the Supervisor or Department Head and approved by the Director or his or her designee.

When new assignments have been given to an employee, a new job description will be prepared within a month.

New senior executive job descriptions, Grade 16 and above, shall require approval by the Authority before they are made effective. Appendix III, Affirmative Action Program provides additional guidelines and procedures, already approved by the Authority, that are required to revise job descriptions and the present Authority position classification plan during 1973.